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Suggestion No. 1716

A. Summary of the Suggestion:

(201 WORK SHEET)

The suggester proposes that Form 59-36 be printed on both sides instead of only one side which is the present method. Form 59-36 could easily be printed with lines on both sides without "showing through" or causing confusion. Many projects require the use of more than one of these forms. Substantial savings in the use of the new type form would result. The additional cost of printing lines on both sides of the form would be offset by fewer sheets being used and the saving of paper. Fewer orders for these forms would result, since theoretically the forms would go twice as far. Although the amount of money and time saved cannot be approximated by the suggester, it is estimated that the saving would be about 45 per cent yearly.

B. Evaluation of Concerned Offices:

The Chief, RI evaluated and approved the suggestion, advising the Committee as follows:

"The subject suggestion is considered to possess sufficient merit to warrant its implementation. The Records Integration Staff will take the necessary steps to implement the suggestion. An estimate of the resulting savings is difficult to determine and possibly the suggestor's estimate is adequate."

The Chief, Records Management Staff evaluated and approved the suggestion, advising the Committee as follows:

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"...
2. [REDACTED] is the primary user of this form. In a majority of projects worked on by the analysts more than one of these work sheets are used. This bears out the suggester's theoretical reasoning that by printing on both sides the amount of forms needed would be reduced by 45%.

3. The present annual usage of Form No. 59-36 "201 Work Sheet" is 6,000. By adopting this suggestion the annual saving in production costs of the blank form would be \$3.12. Although this saving is comparatively small, other factors are involved adding to the merit of this suggestion. First, it will help to keep the project files as small as possible, through reducing the number of papers filed and second, it may contribute somewhat to the

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1716 (Cont'd)

morale of the analysts by eliminating a minor frustration, that of having to fill out 2 or more forms for one project.

4. This office considers the suggestion to have sufficient merit for adoption and has taken the necessary steps for its implementation. It is recommended that the suggester be given a minimum award."

C. Recommendation of the Executive Secretary:

Based on the Records Integration and Records Management Staff evaluations, it is recommended that the suggester be given a nominal award of \$10.00.

OK
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